

JANUARY 1998



THE SAN DIEGO COUNTY FISH AND WILDLIFE ADVISORY COMMISSION (SDFWAC), being in a position to realize its mission, of protecting, perpetuating, and promoting the biologically and fiscally prudent uses of our wildlife resources, recognizes the need to establish policy touchstones to those ends. It is, therefore, the intent of this Commission to codify guidelines by establishing goals, objectives, and procedures. The intended results are to be policies benefiting both the wildlife and people of San Diego County.

INTERNAL COMMISSION

Reactive:

- 1.) Respond to requests by the Board of Supervisors or any requesting County Agency.
- 2.) Evaluate grant requests.
- 3.) Fund appropriate projects or grant requests.
- 4.) Maintain fiscal accountability for projects or grants.

Proactive:

- 1.) To seek out projects that are consistent with County Administrative Code and applicable State laws/regulations governing the disposition of Department of Fish and Game fine monies.
 - 1a.) Projects may be contracted, accomplished, or managed by the Commission.
- 2.) To actively advise the Board and other County agencies of our input on Fish and Wildlife issues that may come before them.

Management methods for continued improvement:

- 1.) Communications
 - 1a.) Standardize the process of giving input to the Board of Supervisors.
 - 1b.) Standardize the process for our inputs to the Department of Fish & Game.
 - 1c.) Standardize the process for our inputs to other interested agencies.
- 2.) Develop a "team" approach for accomplishment of tasks.
 - 2a.) Adopt a methodology for conducting meetings that encourages teamwork using management tools to enlist the participation of all members.
 - 2b.) Work to achieve consensus on all decisions (avoid division).
 - 2c.) Frequently assess progress and make necessary improvements.

Administration:

- 1.) Prepare and publish a definitive mission statement.
- 2.) Annually prepare a list of goals and objectives and measures of accomplishment for the current year.
- 3.) Maintain accurate fiscal records of all expenditures.
- 4.) Ensure that projects and grants progress on time and meet objectives.

INTERFACE WITH OUR COMMUNITY/ENVIRONMENT

- 1.) Act in support of local community conservation groups and their efforts.
- 2.) Be influential with other agencies in matters of public policies affecting wildlife.
- 3.) Promote cost recoverable conservation activities on public lands.
- 4.) Encourage concessions and operator leases to improve/expand services.
- 5.) Assist other agencies with purchases or acquisitions.
- 6.) Promote public awareness of the need for conservation through:
 - 6a.) Public service announcements;
 - 6b.) Internet web site;
 - 6c.) F.W.A.C. brochure; and,
 - 6d.) Interactive conservation programs with community schools.

OPERATING PROCEDURES

Projects

- 1.) Project approval guidelines.
- 2.) Evaluation parameters, progress measures, time lines for all projects.

- 3.) Draw from DFG and County AG expertise
- 3a.) Completion/performance agreements

Grants

- 1.) Parameters for grant approval and distribution of monies
 - 1a.) Tiered grant payments when applicable
 - 1b.) Monitoring of fund control
- 2.) Time-lines and progress measures for all grants.
- 3.) Draw from DFG. County AG expertise.
 - 3a.) Coordinate, review, and ensure that required approval(s)/permit(s) have been obtained from government agencies for all Commission projects.
 - 3b.) Ensure that all grants have the required permits

Communicating with the Board of Supervisors:

- 1.) Annual Report of significant activity.
- 2.) Special reports as necessary.
- 3.) Agenda and minutes of all Commission meetings.
- 4.) Individual Commissioners maintain liaison with the appointing Supervisor/Staff to ensure that we are not forgotten.

Interface with outside groups/persons we support or garner support:

- 1.) Maintain current mailing list--mail out at least quarterly.
- 2.) Encourage the exchange of speakers.
- 3.) Provide assistance when appropriate

FWAC GOALS adopted 1998

- 1.) To establish at least three Project Areas for grant solicitation
 - a.) Marine (reef construction identified)
 - b.) Inland (habitat management/recreation--San Felipe Valley identified)
 - c.) Riparian/inland waters (trout /habitat restoration identified)
- 2.) To establish and publish Project Requirements that will allow grants to be solicited to the public.
 - a.) Grant Application Form revision
 - b.) Project description handouts (detailed)
 - c.) Feedback/liaison mechanism/system
- 3.) To develop an evaluation system for grant requests
 - a.) Matrix or form for use by Commission
 - b.) Integrate criteria into application form
- 4.) To provide criteria for evaluating Project Completion Progress
 - a.) Timeliness
 - b.) Qualitative measurements
 - c.) Site visit reports
- 5.) To fund projects as provided in SD County Code and State Fish and Game Code
 - a.) Maintain credible flow of monies over the year.
 - b.) When necessary, adopt another time frame for selected projects, (two-five years).
- 6.) To maintain close contact with the Board of Supervisors and to make recommendations as deemed appropriate.
 - a.) Establish timely report structure and distribution addresses.
 - b.) Maintain a list of appropriate contacts.
- 7.) To provide a public conduit for information relating to wildlife in San Diego
 - a.) Provide information by inviting "experts" to present programs.
 - b.) Seek public comments by inviting interested groups to present views.